

## Continuing Education Provider Approval Renewal Information

Every day we work to improve the way we do business in order to serve you better. **A copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

**If you wish to print your license at any time in the future you may do so using your secure online account with the Department. Please log into [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to access your account and follow the step by step instructions on how to print your license.** Additionally, after you have created an online account and linked your license, you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application, select "My License" and enter the same login and password information that you used to create your online account to view a copy of your professional license.

### License renewal information:

- In order to remain a current continuing education (CE) provider you will need to renew your license on or before **June 30, 2023**.
- Your license number is not the provider number assigned to you upon your approval. Your license number is displayed on your online renewal account and should be referenced in any communication concerning your provider renewal.
- Provider licenses cannot be placed in an inactive or delinquent status. If you do not renew on or before **June 30, 2023**, you will have to reapply to the board as a new provider. By submitting the appropriate renewal fees to the department you are affirming compliance with all requirements set forth by the department and the board, including compliance with the electronic submission of course attendance rosters.
- Please note that renewal of your provider license does not renew the individual courses you offer. Courses must be separately renewed within 90 days prior to their expiration dates. Please submit a completed course application, including all updates, to the department if you wish to renew a currently approved course.
- The board may not recognize or grant continuing education credits to licensees who attend your course(s) if your CE provider license is not current or your course(s) not approved.

### Provider Renewal Fees:

0205	Architecture/ID CE Providers	\$25 (\$50)*
0207	Interior Design CE Provider	\$25
0306	Barber CE Providers	\$250
0404	Home CE Providers	\$125
0511	Cosmetology CE Providers	\$250
0629	Construction CE Providers	\$250
0705	Mold CE Providers	\$125
0814	Electrical CE Providers	\$196
1305	Landscape Architects CE Providers	\$250
3804	CAM CE Providers	\$250
5026	Building Code CE Providers	\$100
5911	Asbestos CE Providers	\$100

\* If hold dual license pay \$50

(Building Code Government agencies providing CE shall pay no fee for course or provider approval)

If you wish to mail your renewal notice, please complete the [blank renewal form](#) found on the profession's website along with your renewal fee payment to:

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, Florida 32399

If mailing, please allow additional time for processing of your renewal request.

## **Important information**

- State law requires you to maintain a current mailing address (address of record) with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to this address of record including license renewal notices, important board information, service of process, etc. It is also recommended that you keep your telephone and e-mail address current with the Department. The Department will use the e-mail address for official communication with license holders. Update your personal information through one of the options referenced in this renewal package.
- Effective October 1, 2009, Section 455.227(1)(t), Florida Statutes, requires all professional licensees to self-report to the department, within 30 days of being convicted, or found guilty of, or having plead nolo contendere (no contest) or guilty to a crime in any jurisdiction. A licensee who fails to report this information may be subject to disciplinary action, including fines, suspension or license revocation. To report, complete the criminal self-reporting document and mail it to the department at the address provided on the form. To obtain a copy of the form, go to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).
- If you have a compliance order with a past due payment your license will not be renewed until it has been made current.

Visit [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships, as well as the opportunity to update personal data, apply online for additional licenses, and renew your license. For commonly asked questions, please use the "Ask Us" link at the top of the page; if you need additional assistance select the "Contact Us" link or call our Customer Contact Center at 850.487.1395.